

TABLE OF CONTENTS

Council Meeting

May 20, 2015

AGENDA.....	1
MEMO.....	2
MINUTES:	
May 6, 2015 Regular Meeting.....	5
May 12, 2015 Special Meeting.....	12
May 14, 2015 Special Meeting.....	17
PUBLIC BUSINESS:	
Sponsorship of Rod & Gun Club.....	21
POLICY & LEGISLATION:	
Easement to UDOT W Hwy 40 for New Traffic Light	23
Adoption of Water Conservation Plan	27
STAFF REPORTS:	
Animal Services SSD	42

NOTICE OF PUBLIC MEETING

TO THE PUBLIC AND RESIDENTS OF VERNAL CITY: Notice is hereby given that the **VERNAL CITY COUNCIL** will hold a regular meeting on **Wednesday, May 20, 2015** at **7:00 p.m.** in the Vernal City Council Chambers at 374 East Main St, Vernal, Utah.

A G E N D A

7:00 p.m.

OPENING CEREMONY

1. Welcome
2. Invocation or Uplifting Thought
3. Pledge of Allegiance

STANDING BUSINESS

1. Approval of Minutes of May 6, 2015 Regular Meeting
2. Approval of Minutes of May 12, 2015 Special Meeting
3. Approval of Minutes of May 14, 2015 Special Meeting

PUBLIC BUSINESS

1. Request for Sponsorship of Dinosaur Round-up Rodeo – Brett Hancock, Brandt Emery, and Mike Karren
2. Request for Sponsorship of Rod & Gun Club – Stacey Hawley
3. Rocky Mountain Power Industry Report – Kathleen Hoffman

POLICY & LEGISLATION

1. Request for Approval of Release of Easement to UDOT West Hwy 40 for New Traffic Light – Ken Bassett
2. Request for Approval of Adoption of the Water Conservation Plan – Resolution No. 2015-08 – Ken Bassett

ADMINISTRATIVE REPORTS

- | | |
|-----------------------|------------------------|
| 1. Planning & Zoning | 4. Parks & Recreation |
| 2. Airport Board | 5. Animal Services SSD |
| 3. Old Towne Alliance | 6. Fire SSD |

ADJOURN

NOTE: In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify Ken Bassett at 374 East Main, Vernal, Utah 84078 or phone (435) 789-2255 at least three days before the meeting.

March 17, 2015

MEMORANDUM

TO: Mayor & City Council

FROM: Ken Bassett, City Manager

RE: *Agenda Items of May 20, 2015 Council Meeting.*

FY 2016 BUDGET WORKSHOP

PUBLIC BUSINESS

1. **Request for Sponsorship of Dinosaur Round-up Rodeo – Brett Hancock, Brandt Emery, and Mike Karren:** These three gentlemen have requested to come before the Council to formally request the funding from the City for the Dinosaur Roundup Rodeo. The City has budgeted a \$30,000 sponsorship for the rodeo as well as a \$2000 sponsorship for the special needs rodeo.
2. **Request for Sponsorship of Rod & Gun Club – Stacey Hawley:** The Rod and Gun Club, annually, sponsors the national competitive shoot here in Vernal. The City has provided sponsorship for this event during the last 4 years, the amount being \$5000 each year. Stacey will provide additional information regarding the shoot and the activities that are associated with this several day event in June.
3. **Rocky Mountain Power Industry Report – Kathleen Hoffman:** Ms. Hoffman will be present at the Council meeting to give an update of the activities of Rocky Mountain Power, what is occurring here in the Uintah Basin with her company and will be available to answer any questions which the Council might have.

POLICY & LEGISLATION

1. **Request for Approval of Release of Easement to UDOT West Hwy 40 for New Traffic Light – Ken Bassett:** In your binders you will find a document called a Release of Easement. This has been prepared by the Utah Department of Transportation seeking for the City's release of an easement for a sewer line located on West Highway 40 directly across the street from the Baptist Church and at the main entrance to Lowe's and the Vernal Towne Center. This is the area where a new traffic light will be constructed by UDOT this summer. Although we are releasing the sewer line easement formally to UDOT, the sewer line will continue to remain where it is, and allowance to use this area for the sewer line will be a part of the State-wide Utility Agreement that we have with the Department of Transportation. I have included a plat showing where this easement is located in conjunction with the roadway into the Towne Center development.

2. **Request for Approval of Adoption of the Water Conservation Plan – Resolution No. 2015-08 – Ken Bassett:** In your binder you will find a copy of this plan. It is simply an updated plan showing the resources of the water system as well as conservation efforts made by the City to conserve water via the culinary system that we manage. It is necessary for the Council to approve this plan. It is used, generally, every time that we receive State funding so the State of Utah knows that we do have a conservation plan in place.

**MINUTES OF THE VERNAL CITY COUNCIL REGULAR MEETING HELD
MAY 6, 2015** at 7:00 p.m. in the Vernal City Council room, 374 East Main, Vernal,
Utah 84078.

PRESENT: Councilmember Bert Clark, Dave Everett, Sonja Norton, Samantha Scott, JoAnn Cowan. Councilmember Ted Munford was excused.

WELCOME: Mayor Norton welcomed all visitors and students to the meeting.

INVOCATION OR UPLIFTING THOUGHT: An uplifting thought was given by Councilmember JoAnn Cowan.

PLEDGE OF ALLEGIANCE: The pledge of Allegiance was led by Councilmember Dave Everett.

APPROVAL OF CITY COUNCIL MINUTES OF APRIL 15, 2015: *Councilmember Bert Clark moved to approve the minutes of April 15, 2015. Councilmember Dave Everett seconded the motion. The motion passed with Councilmembers Cowan, Everett, Scott and Clark voting in favor.*

UINTAH HIGH SCHOOL GRADUATION NIGHT ACTIVITIES SPONSORSHIP REQUEST – ROBIN MCCLELLAN: Robin McClellan explained that she, along with Mary Sprouse, are co-chairing the committee to host this year's graduation night activities. The City has sponsored this event in the past, and Mrs. McClellan asked the Council to help again this year. The main purpose is to hold an alcohol and drug free celebration for the graduates. The activities will start at 9 pm and continue to 5 am. If the student leaves the high school, their parents are contacted, and they are not allowed back in. *Councilmember Dave Everett moved to approve \$2500 for this event, and congratulated the seniors for their accomplishment. Councilmember Samantha Scott seconded the motion. The motion passed with the following roll call vote:*

<i>Councilmember Cowan</i>	<i>aye;</i>
<i>Councilmember Everett</i>	<i>aye;</i>
<i>Councilmember Scott</i>	<i>aye;</i>
<i>Councilmember Clark</i>	<i>aye.</i>

Councilmember Cowan noted that the City has been supportive of community events such as this, and as sales tax decreases with the downturn in oil and gas sales, there may not be funding available in the future. She thanked Mrs. Robin McClellan for her dedicated work and recognition that she brings to the community with the High School Drill Team.

REQUEST FOR APPROVAL OF ROAD STRIPING BID AWARD: Ken Bassett explained that the City usually has the roads striped twice a year, and bids were requested for three striping's, one more this year, and two next year. CRS Engineering prepared the specifications and reviewed the bids received. The low bidder was Peck Striping who has done work for the City in the past. Councilmember Clark asked that road overlay or chipping work be done prior to striping. Ken Bassett stated that anytime chip and seal work is done, the striping of that roadway is included in the chip and seal contract. Mayor Norton noted that the City used oil base paint in

MINUTES OF THE VERNAL CITY COUNCIL REGULAR MEETING HELD MAY 6, 2015

the past and it seemed to last longer. Ken Bassett agreed, and answered that with environmental issues, water based paint is required now. *Councilmember Bert Clark moved to accept the bid of Peck Striping in the amount of \$164,164.00. Councilmember Dave Everett seconded the motion. The motion passed with the following roll call vote:*

Councilmember Cowan..... aye;
Councilmember Everett..... aye;
Councilmember Scott..... aye;
Councilmember Clark..... aye.

REQUEST FOR APPROVAL OF PEHP DENTAL/LIFE CONTRACT: Ken Bassett explained that the current employee dental and life insurance carrier is Public Employee Health Plan (PEHP). The proposal to provide dental insurance to the City employees this upcoming fiscal year includes a 3.5% increase over last year. This increase is minimal compared to the rest of the insurance industry. Mr. Bassett recommended the Council approve staying with PEHP for dental and life insurance for this next fiscal year. *Councilmember JoAnn Cowan moved to approve the contract with PEHP for dental and life insurance. Councilmember Samantha Scott seconded the motion. The motion passed with the following roll call vote:*

Councilmember Cowan..... aye;
Councilmember Everett..... aye;
Councilmember Scott..... aye;
Councilmember Clark..... aye.

PUBLIC HEARING: REQUEST FOR RECOMMENDATION TO CONSIDER AMENDING THE VERNAL CITY MUNICIPAL PLANNING AND ZONING CODE - SECTION 16.04.145 CONDOMINIUM PROJECTS, SECTION 16.57.020 DEFINITIONS, AND SECTION 16.57.050 OWNER OCCUPANCY – ORDINANCE NO. 2015-10: Ken Bassett explained that the next few items on the agenda deal with planning and zoning which is one of most important elements of the City to make sure structures are built right and in the right places. Most residents do not want hog farms next to their house, so ordinances are set to make sure that does not happen. This first ordinance being presented for consideration deals with condominiums. Allen Parker explained that this ordinance changes the definition of condominium to match State statute. Councilmember Clark noted that there are several more definitions in State code. Allen Parker stated those were provided for the Council's information only. Mayor Norton opened the public hearing. There were no public comments and the hearing was closed. *Councilmember Dave Everett moved to approve Ordinance No. 2015-10 as presented. Councilmember Bert Clark seconded the motion. The motion passed with the following roll call vote:*

Councilmember Cowan..... aye;
Councilmember Everett..... aye;
Councilmember Scott..... aye;
Councilmember Clark..... aye.

PUBLIC HEARING: REQUEST FOR RECOMMENDATION TO CONSIDER AMENDING THE VERNAL CITY MUNICIPAL PLANNING & ZONING CODE – CHAPTER 16.06 – ADMINISTRATION AND PROCEDURES AND ADDING CHAPTER

MINUTES OF THE VERNAL CITY COUNCIL REGULAR MEETING HELD MAY 6, 2015

16.60 – MASTER SITE PLAN – ORDINANCE NO. 2015-09: Allen Parker explained that if someone wants to build a commercial building, such as a Walgreens, they have to submit a master site plan showing where the structure will be, how much parking, landscaping, lights, where storm water will go etc. The City will have the plans reviewed to make sure they comply with City code. If it does comply, the application has to be approved. The reason for this ordinance is to change the requirement to have the site plan reviewed by the Planning Commission, and instead it will be approved by City staff. The Planning Commission has asked for this change. There is a provision for an appeal if someone disagrees with the approval of the site plan, conditional use permits or other planning decisions. The ordinance defines the process and appeal procedure with timelines for each step. Councilmember Clark asked if the business is allowed to occupy the building before all the work is completed. Allen Parker explained that in certain cases the developer is allowed to put the cost of the improvements, such as the landscaping, into an escrow account, guaranteeing the work will be done and a certificate of occupancy is issued. Many times the weather will interfere with the installation of the landscaping. Ken Bassett commented that this is a big change how site plans are dealt with. If a developer meets the requirements the site plan has to be approved so there is not a lot of reason for the Planning Commission to review it. He suggested that the Planning Commission and Council be made aware of development projects that occur and are approved by the staff so they are aware of what is happening. Councilmember Everett stated that would be very beneficial. Councilmember Cowan asked how involved the Planning Commission is now with site plans. Allen Parker responded that they rely on the staff reports. One downside is that neighbors who attend the meeting have the impression there is a choice whether or not the site plan is approved. If the development meets all the requirements, it has to be approved by the City. Councilmember Cowan stated that people who are impacted still need to be able to voice their concerns. Allen Parker stated that the Planning Commission would rather focus on reviewing ordinances to make sure the community grows in a specific direction. Ken Bassett stated that the Council receives a report on what building permits have been issued, however, that report needs to include more information so the Council is aware of what is happening at a certain location. Mayor Norton opened the public hearing for Ordinance No. 2015-09. Councilmember Cowan asked if other cities handle site plans in this way. Allen Parker answered yes, the larger cities use staff to approve site plans. Councilmember Clark asked if a sign has to be on property they own. Allen Parker stated yes, except on North Vernal Avenue where they can place an off-premise sign. However there is also a federal law against that. Councilmember Clark asked the staff to look into the sign next to Nu-View Glass that is advertising another business. There were no further public comments and the public hearing was closed. *Councilmember JoAnn Cowan moved to approve Ordinance No. 2015-09. Councilmember Samantha Scott seconded the motion. The motion passed with the following roll call vote:*

Councilmember Cowan..... aye;
Councilmember Everett..... aye;
Councilmember Scott..... aye;
Councilmember Clark..... aye.

PUBLIC HEARING: REQUEST FOR RECOMMENDATION TO CONSIDER AMENDING THE VERNAL CITY MUNICIPAL PLANNING & ZONING CODE –

MINUTES OF THE VERNAL CITY COUNCIL REGULAR MEETING HELD MAY 6, 2015

CHAPTER 16.14 – CONDITIONAL USES – ORDINANCE NO. 2015-08: Allen Parker explained that this ordinance changes the conditional use provisions in the municipal code. Each zone in the City has what is considered permitted or allowed uses, or conditional uses which may be allowed with specific requirements. For example, in residential zones, you may have a house and a barn. If you want to have a business in your home, it may be allowed if you have specific parking so there is no negative impact on your neighbors, and you have the necessary permit from the City. If a business has a drive through window and it is loud with bright lights, the Planning Commission may restrict the sound, lighting or even the hours of operation so as not to create a negative impact to neighboring homes. Councilmember Bert Clark mentioned that the conditional use (CUP) remains with the property, rather than a specific owner. If they violate the provisions of the conditional use permit, it can be revoked. Allen Parker explained that the City code conflicted with State code, which allows a conditional use unless there is no way to mitigate the impacts. This ordinance tries to address those conflicts and would no longer require a public hearing. Mayor Norton stated that a public hearing may bring out an impact that the Planning Commission is not aware of. Allen Parker noted that the impact would have to be listed in the code to be considered. Those items are generalized so more health and safety items can be considered. Mayor Norton opened the public hearing for Ordinance No. 2015-08. Kyler Clarkson, Uintah High student, asked if someone would need a permit if they plan on having a party that could get loud. Allen Parker explained that conditional use permits only apply to permanent uses. Ken Bassett stated they may need to obtain a noise permit. Councilmember Cowan gave an example of a chicken farm in the middle of a subdivision which may require a conditional use permit. Harley Pitsenbarger, Uintah High student, asked if there is a conditional use permit for a drive through restaurant, someone else moves in and the business becomes a problem, what happens. Allen Parker answered that if the use creates a conflict with the residents, they can complain and the Planning Commission can revoke the permit. However, they do have to violate the conditions that have been placed on them to operate. Councilmember Cowan explained that if there is a farm in the middle of a subdivision that was there before any homes were built, they are allowed to keep the horses as they are considered to be grandfathered in. This situation is the same with airplanes or other uses that were there before a residential neighborhood. They are allowed to continue unless they stop for an entire year. Lucas Winder, Uintah High student, asked if the permit has to be renewed every year. Allen Parker stated there is no renewal. Once the permit is obtained, it remains in place. Lucas Winder asked if the permit is revoked, can it be obtained again. Allen stated they can reapply. Ken Bassett stated the City code lists in each zone what needs to get a conditional use permit. Mayor Sonja Norton explained that some uses are not allowed. Councilmember Cowan agreed, stating that if you want a welding shop, there are some areas where it would be allowed in your garage as a home business, while in other zones it would not be allowed. Ms. Pitsenbarger asked if horses are allowed and the law changes, does that mean they have to get rid of the horses. Mayor Norton answered that the horse would be grandfathered in and would stay. Kyler Clarkson asked what would happen if you have two horses that are grandfathered and then you have a colt - what happens. Allen Parker stated that after the animal is old enough, one of the horses would have to go. Gus Brown, Uintah High student, asked who enforces these rules. Allen Parker explained that there is a code enforcement employee who would start with a notice. If the property owner does not comply, they may be issued a citation. Bridger Christensen, Uintah High student, asked if a conditional use permit is needed to weld a fence. Ken Bassett stated if you are building a fence and receiving payment for

MINUTES OF THE VERNAL CITY COUNCIL REGULAR MEETING HELD MAY 6, 2015

your work, you only need a business license, not a conditional use permit. Councilmember Everett stated the property owner or contractor will need a building permit for the fence. Kyler Clarkson asked if you need a permit if you are digging underground. Councilmember Bert Clark answered the first thing you want to do is call 811 for Blue Stakes to make sure there are no utilities in the way. Kyler Clarkson stated they are going to redo their septic system, and asked what is needed. Ken Bassett stated they will need to contact the health department for approval. Harley Pitsenbarger asked if someone living in a home for years and has a new fast food restaurant with flashing lights move in next door, what can be done. Ken Bassett explained that there are residential zones next to commercial zones where a fast food establishment would be permitted. The City cannot deny the building permit if they comply with all the codes. The family living next door needs to know that they are next to a commercial zone. Mayor Norton stated that in most cases a sight obscuring fence would be required. There being no further public comments, the public hearing was closed. *Councilmember JoAnn Cowan moved to approve Ordinance No. 2015-08. Councilmember Samantha Scott seconded the motion. The motion passed with the following roll call vote:*

<i>Councilmember Cowan</i>	<i>aye;</i>
<i>Councilmember Everett</i>	<i>aye;</i>
<i>Councilmember Scott</i>	<i>aye;</i>
<i>Councilmember Clark</i>	<i>aye.</i>

PUBLIC HEARING: REQUEST FOR RECOMMENDATION TO CONSIDER AMENDING THE VERNAL CITY GENERAL PLAN & FUTURE LAND USE MAP – ORDINANCE NO. 2015-04: Allen Parker explained that the general plan has a future land use map that directs how the community should grow. This ordinance changes the future land use map which will have a sweeping effect on the City. The general plan and map give long range guidance, and the Planning Commission has been working on revising it for the past nine months. A copy of the revised map was presented to the Council. Allen Parker explained that the transition areas are shown on the map as faded coloring which indicates those areas can be a blended mixture of contiguous zones that are in those areas. Councilmember JoAnn Cowan voiced her concern about the commercial dot on the corner of 500 West and 500 South which would allow commercial use adjacent to the Care Center and a nice housing development. Her concern was that commercial use on that corner could hurt property values. Allen Parker agreed. Councilmember Cowan stated there is also a lot of traffic in that area, and commercial activity could increase the traffic. Allen Parker explained this area is currently zoned R-1 low density residential, and this new map could allow an office building or other appropriate commercial uses on the corner. If a commercial request came in to the City, the Council can consider the request and require a development agreement before approving any rezone. Mayor Norton stated that the Council needs time to review this map before approving it. Councilmember Cowan stated that with the construction of the conference center, there is a push to have commercial development in that area along with downtown. Mayor Norton opened the public hearing. Councilmember Clark asked if the institutional area had been expanded. Allen Parker explained that the area around the University is considered institutional, although much of the property is outside the City limits. Kyler Clarkson stated that the High School principal indicated that restaurants are not allowed near the school because of the traffic so the campus remains closed. He asked if the property can be rezoned for restaurants. Mayor Norton explained that the City limits do not

MINUTES OF THE VERNAL CITY COUNCIL REGULAR MEETING HELD MAY 6, 2015

extend to the high school. Councilmember Cowan noted that it is hard for a restaurant to invest in an area where they would only have customers 180 days out of the year. Ken Bassett stated the concern of additional traffic is not the reason. Councilmember Dave Everett stated the restaurants enjoy and encourage the students to eat there. Lucas Winder asked if the red dot to the left of the high school was where Wimpies Drive Inn is. Allen Parker explained that is part of the County's general plan. Lucas Winder asked if food establishments could be built there. Mayor Norton showed the students where 7-11 is located on the map and explained it is a central commercial area. She explained that restaurant franchises have certain requirements such as a certain population before they will consider building in an area. They also need to be able to hire staff. There were no further discussion so the public hearing was closed. Councilmember JoAnn Cowan moved to table Ordinance No. 2015-04 until the next meeting. Councilmember Bert Clark seconded the motion. The motion passed with the following roll call vote:

Councilmember Cowan..... aye;
Councilmember Everett..... aye;
Councilmember Scott..... aye;
Councilmember Clark..... aye.

REQUEST FOR APPROVAL OF CRS ENGINEERING CONTRACT FOR CITY

PARKING LOT PROJECT: Ken Bassett explained that CRS Engineering submitted a proposal to do the design work associated with the sealing of the parking lots for the City including the walking park, old city office building, and downtown parking lot behind the Sage Motel. The proposal includes three items - design, bidding and construction management. The engineering firm will only be used for the design work, and will only bill for any work completed. Councilmember Cowan asked about improving the parking lot on 100 North and 500 East. Mike Davis stated that project is in the budget. Councilmember Clark asked if there has been any reduction in costs for petroleum products with the downturn in the economy. Keith Despain with CRS Engineering, stated he has not seen any reduction even though the cost of crude has gone down, other markets using petroleum are slow to bring prices down. Councilmember JoAnn Cowan moved to approve the contract with CRS Engineering for the parking lot projects. Councilmember Dave Everett seconded the motion. The motion passed with the following roll call vote:

Councilmember Cowan..... aye;
Councilmember Everett..... aye;
Councilmember Scott..... aye;
Councilmember Clark..... aye.

REQUEST FOR APPROVAL OF EIGHTH DISTRICT COURT EMPLOYMENT

AGREEMENT: Ken Bassett explained that this agreement allows youth that have been adjudicated through the Youth Court to do work on City property with the City paying \$700 a month for their services to the Court. The youth are supervised while they clean up landscaped areas for the City. Councilmember JoAnn Cowan moved to approve the contract with 8th District Court. Councilmember Dave Everett seconded the motion. The motion passed with Councilmembers Clark, Scott, Cowan and Everett voting in favor.

PRESENTATION OF FY2016 BUDGET & SCHEDULING OF PUBLIC HEARING: Ken

MINUTES OF THE VERNAL CITY COUNCIL REGULAR MEETING HELD MAY 6, 2015

Bassett presented the FY2016 tentative budget and read the budget message for the Council. He suggested the public hearing be set for next month after the budget workshops are held next week. Councilmember JoAnn Cowan moved to hold the FY2016 budget public hearing on June 3rd. Councilmember Samantha Scott seconded the motion. The motion passed with Councilmembers Cowan, Scott, Everett and Clark voting in favor.

ADMINISTRATIVE REPORTS:

Budget Workshops:

After discussion, the consensus of the Council was to hold the budget workshops on Tuesday, May 12th, Thursday May 14th and Wednesday May 20th at 3:00 p.m.

Update on Building Projects:

Councilmember Bert Clark stated there is a large garage being built by Ashley School. Allen Parker stated they have a building permit and will need permission from the power company. Councilmember Clark stated the run off will land on the neighbor's property. Also, there is a metal building going up to the west of it. Allen Parker stated he would check with the building official to see if that project is permitted.

Distinguished Alumni Award:

Councilmember Cowan notified the Council that Gary Showalter would be receiving the Distinguished Alumni Award for Uintah High School on Monday at 8:45 am.

ADJOURN: *There being no further business, Councilmember Dave Everett moved to adjourn. Councilmember Samantha Scott seconded the motion. The motion passed with a unanimous vote and the meeting was declared adjourned.*

ATTEST:

Mayor Sonja Norton

Roxanne Behunin, Deputy Recorder

(S E A L)

**MINUTES OF THE VERNAL CITY COUNCIL SPECIAL BUDGET
WORKSHOP MEETING HELD MAY 12, 2015** at 3:00 p.m. in the Vernal City
Planning Conference room, 374 East Main, Vernal, Utah 84078.

PRESENT: Councilmembers Ted Munford, Dave Everett, Samantha Scott, Bert Clark, JoAnn Cowan and Mayor Norton.

ACKNOWLEDGMENT AND APPROVAL OF SPECIAL MEETING: *Councilmember Dave Everett moved to acknowledge and approve this meeting. Councilmember Samantha Scott seconded the motion. The motion passed with Councilmembers Everett, Scott, Clark and Munford voting in favor. Councilmember Cowan was not present for the vote.*

FY2016 BUDGET WORKSHOP: Ken Bassett explained that in this budget a 5% decrease is anticipated in sales tax so all capital items and personnel items have been put on hold. Mike Davis stated that general sales tax has decreased by \$250,000 and the highway sales tax by \$95,000.

GENERAL FUND:

Government Buildings:

Ken Bassett explained that this department maintains all the City buildings, along with the fire station and animal shelter. Danny Anderson stated there are approximately 14 building along with a few parks. Councilmember Clark asked if repairs are planned for the walking park water way. Danny Anderson explained they have ordered parts for the fountain, and it will be repaired this fiscal year. Mike Davis stated there is \$7500 budgeted for defibrillators in this department with three being placed in this building and one at public works. Ken Bassett stated the new parking lot next to the police department needs to be crack sealed and the public works yard needs a seal coat. The storage buildings at 1500 East also need to be refurbished, and the gate entrances need updated. Councilmember JoAnn Cowan asked if the parking lot on 100 North and 500 East is on the list for repairs. Danny Anderson agreed that parking lot needed replaced. Allen Parker stated that the property needs better drainage. Danny Anderson suggested it be added to a Community Impact Board project. Ken Bassett stated it can be added to the other parking lot projects.

Planning

Ken Bassett explained that this department is requesting a full-time planner, and that request has been put off until there is a better idea of the sales tax revenue. Allen Parker presented the duties for this position and explained that there is still a lot of economic activity, and someone is needed to manage current planning by answering questions at the front desk. This building was designed with an office that faces the counter for someone to manage the front desk components. He noted that his desire is to become more involved in other aspects of his position such as better over site of public works, more involvement with economic development, and work with State-wide planning. Further, Allen stated he has been asked to serve as the safety manager and does not have the time as he is dealing with current planning issues first. Councilmember Cowan

**MINUTES OF THE VERNAL CITY COUNCIL SPECIAL BUDGET WORKSHOP
HELD MAY 12, 2015**

45 stated that the bulk of his time needs to be spent dealing with Vernal City issues, answering
46 questions face-to-face with City residents, not doing economic development. She understood the
47 desire to be involved on the State level, however with taxpayer dollars, the preference is to focus
48 on the residents. Allen Parker agreed that is the first priority. Mayor Norton asked why the other
49 staff cannot answer generalized questions. Allen Parker stated that the code enforcement officer
50 is too busy, and the administrative secretary is specializing in permits. The planning process
51 requires a large amount of knowledge. Councilmember Clark agreed, with the economy, it is
52 not wise to hire an additional person. Councilmember Clark questioned the travel budget. Corey
53 Coleman stated that is to keep the entire department up-to-date. Ken Bassett stated it is important
54 to keep them trained on the changes to building codes. Mayor Norton asked about updating the
55 code to make sure it complies with federal and state laws. The current code is not being tracked.
56 Ken Bassett explained that there are companies that profess to do that, however the staff is using
57 software that keeps the code functional. Most of those companies do not have attorneys to
58 review the code, rather they simply want to codify what we already have. He noted that even the
59 State of Utah has to deal with conflicts that are found in their code. When those conflicts are
60 found, they are brought forward and dealt with. Councilmember Cowan asked how many
61 employees are in this department. Allen Parker answered there are six. Mayor Norton stated
62 there is one line item that was increased by \$1500 that still shows \$230. Mike Davis made that
63 correction for a total of \$8100. Ken Bassett stated there is GIS and building inspection software
64 expense in the amount of \$7500. Ken Bassett asked Corey for an update on the garage by
65 Ashley Elementary. Corey Coleman stated that it is permitted, and he will inspect the setbacks.
66 Mayor Norton asked for some type of tip of the week be placed on the webpage from the
67 planning department.
68

69 IT Department

70 Mayor Norton asked who the student was working in this department. Roxanne Behunin
71 explained he is part of the school-to-careers program which has now ended. GJ Searle stated the
72 students are limited in what they can do, and he will not hire one this next fiscal year. The hope
73 is to hire a full-time employee eventually. Ken Bassett asked GJ to explain the web filter. GJ
74 Searle responded that the web filter was purchased five year ago and now needs replaced.
75 Councilmember Munford agreed that it is essential to have a good filter to block bad content.
76 Ken Bassett stated he recently attended a meeting dealing with liability, and they gave an
77 example of someone asking you to print something off their usb drive which then can collect
78 data off your computer. Councilmember Munford stated that is why you need an internal and
79 external filter.
80

81 Justice Court

82 Ken Bassett stated there are no major changes to this budget. Councilmember Cowan asked if
83 the police department is still handling bailiff duties. Judge Ray Richards answered yes, noting
84 that they also serve warrants. He explained that with the downturn in the economy, crime goes
85 up and people are not able to bail out. Councilmember Bert Clark asked how the court is doing
86 on collecting fines. Ray Richards stated that during this economic downturn the court is finding

**MINUTES OF THE VERNAL CITY COUNCIL SPECIAL BUDGET WORKSHOP
HELD MAY 12, 2015**

it necessary to set up lower payments or provide community service which is required by State law. Ken Bassett responded that it has been good to be able to use credit cards to pay fines. There was some discussion regarding training for the Judge. The consensus was to be supportive of additional training for the Judge. Ken Bassett suggested the Council attend a court calendar to see how the court functions.

Motor pool

Ken Bassett stated there is not a lot of changes to this budget. A new pick-up truck was requested, which the Public Works Committee agreed to replace the transmission in the current truck instead of replacing it. Rick Green stated they will drive it until it no longer runs.

City Council

Councilmember Bert Clark stated they may need to look at event funding. Ken Bassett stated that so far the same level of funding has been placed in this budget. During the course of the year if revenue falls sharply, the events could be scaled back.

Revenue

Ken Bassett explained that this budget does reflect a \$300,000 decrease in sales tax. The legislature is allowing local governments, through counties, to adopt an additional sales tax to take care of transportation systems after a vote of the people. One major concern is the City will be required to meet EPA requirements for storm water which has a significant impact on the budget. This additional funding could be used for the storm water requirements. There was some discussion regarding additional EPA requirements for the sewer system. Ken Bassett explained that the Utah League of Cities and Towns was instrumental in getting this legislation passed, and the State-wide coalition may help educate the public to get voter support. The City cannot spend taxpayer money to influence this vote. Ken Bassett explained that there is another .2% sales tax increase available to the City. Back in 1983, the formula to distribute sales tax was changed to the 50% population 50% point of sale. For a handful of cities, including Vernal, that distribution was devastating. The Legislature approved a provision that until 2012 those cities would continue to receive the same level of funding regardless of the new distribution formula. Many of these cities started growing, however, five cities including Vernal, South Salt Lake, Riverdale, Murray and Park City have still lost funding. In 2012 those Cities were allowed to impose another .2% sales tax to offset the decision made in 1983. The decision must be made before April of 2016. This change in sales tax would bring in an additional \$1.4 million dollars and is not subject to the 50/50 distribution model. Mike Davis stated he calculated \$1.7 million dollars. Ken Bassett stated this will help level out the up and down economy. Councilmember Cowan stated it is a tough thing to do. Ken Bassett reminded the Council that over 50% of the sales tax paid comes from residents outside of Vernal City.

SPECIAL FUNDS

Uintah Basin Narcotics Strike Force

**MINUTES OF THE VERNAL CITY COUNCIL SPECIAL BUDGET WORKSHOP
HELD MAY 12, 2015**

Ken Bassett stated that the Strike Force is asking all participants to put in \$7500, as the majority of the funding comes from federal funding. Mike Gledhill stated that Roosevelt City, Naples City, Duchesne County and Uintah County all participate with Vernal City to help get narcotics off the streets and out of our communities. Councilmember Bert Clark asked who gets the funds if assets are confiscated. Sgt. Gledhill explained it goes to the State, and the arresting agency can apply for 30% of it back. Councilmember Munford asked how much was collected last year. Mike Gledhill stated the Strike Force received around \$16,000. If someone other than the person arrested has a vested interest in the property, they can claim it, however. Chief Rooks stated the agencies have an understanding that if the grant does not continue to pay the costs, their participation may increase. Ken Bassett asked if there has been an increase in the use of drugs with the downturn in the economy. Sgt. Gledhill stated drug use is always a problem. One thing that may change things is the new law dropping some drug charges to a misdemeanor. Councilmember Clark stated he would like a presentation from the police on prescription drugs and other current issues. Dylan Rooks stated they can give training on home security, drugs etc.

GENERAL FUND

Police

Chief Dylan Rooks stated there may be changes in the use of force policy based on new legislation. If there is an incident involving a City officer, a task force with an individual from each agency will conduct an independent investigation. Ken Bassett asked if the Attorney General's office approves of this task force. Dylan Rooks stated currently he is mandated to contact the county attorney, and he activates the correct protocol. There was some discussion regarding the officer's perception of danger. Mayor Norton asked the Chief to focus on public education on this issue. Chief Rooks agreed. He thanked the Council for their support. Councilmember JoAnn Cowan noted that this budget has all the basics for training, equipment, dogs, etc. that responsible cities should do to take care of public safety. Chief Rooks stated that some agencies are now looking at costs to add digital recorders and cameras while the City has already invested in that equipment. Vernal will not be held to the same standard as a larger city. Councilmember Clark asked about the fees for central dispatch. Dylan Rooks stated that there are some changes and a lot of turnover which may increase the cost. Ken Bassett stated that effective July 1st dispatchers will be added to the public safety retirement system which will increase the cost. There was some discussion regarding gang activity. Dylan Rooks stated if there is an increase in gang presence, the drug task force will take an active role.

City Council (continued)

Ken Bassett noted that the Chamber of Commerce forwarded a contract for the Council's approval. There are a few corrections needed, and the Chamber will make those adjustments. The election cost has been added to the budget, although the County may have a bond issue on the ballot to refinance the public safety facility. Councilmember Clark asked about the incentives and wellness line items. Mayor Norton stated that the department heads can reward an employee who does a great job. Ken Bassett stated he has a meeting in the near future to set up a wellness program.

MINUTES OF THE VERNAL CITY COUNCIL SPECIAL BUDGET WORKSHOP
HELD MAY 12, 2015

City Manager

Ken Bassett noted there are not any changes in this budget.

Finance

Mayor Norton noted that the personnel line item went down. Mike Davis stated two employees retired requiring the pay out of leave, and lower wages are being paid to the new employees. Mayor Norton asked about moving business licensing to the planning department. Ken Bassett stated business licensing has to coordinate with building inspection. The planning department that's that might streamline the process. The downside is the clerk also does utility billing and helps with the front desk in finance. Mike Davis stated that the business license clerk actually spends one-quarter of her time on business licensing and three-quarters of her time on utility billing. Also, the planning department would like the clerk to investigate if businesses have a license. She is not trained to be an enforcer so the code enforcement officer should handle this. Ken Bassett stated if business licensing is moved, another person would have to be hired in finance to handle utilities. Councilmember Clark asked for a report on the cost to have on-line payments.

ADJOURN: *There being no further business, Councilmember Ted Munford moved to adjourn. Councilmember Dave Everett seconded the motion. The motion passed with a unanimous vote and the meeting was declared adjourned.*

ATTEST:

Mayor Sonja Norton

Roxanne Behunin, Deputy Recorder

(S E A L)

**MINUTES OF THE VERNAL CITY COUNCIL SPECIAL BUDGET
WORKSHOP MEETING HELD, MAY 14, 2015 at 3:00 p.m. in the Vernal City
Council room, 374 East Main, Vernal, Utah 84078.**

PRESENT: Councilmembers Ted Munford, Samantha Scott, Bert Clark, Dave Everett and JoAnn Cowan and Mayor Sonja Norton.

ACKNOWLEDGEMENT AND APPROVAL OF SPECIAL MEETING:

Councilmember Ted Munford moved to acknowledge and approve this meeting. Councilmember Dave Everett seconded the motion. The motion passed with Councilmembers Munford, Everett, Scott and Clark voting in favor. Councilmember Cowan was not present for the vote.

FY2016 BUDGET WORKSHOP

GENERAL FUND

Public Works Administration

Ken Bassett explained that this budget has one part-time clerical employee who provides support to the public works offices on 500 East. The largest item is the cost to belong to Blue Stakes.

Streets

Ken Bassett explained that this department is requesting to purchase a wing plow that would be mounted on the loader. This piece of equipment helps take the snow off the road without pushing it onto the sidewalk or into driveways. Glade Allred stated his department has a hand-made wing row that is used, but on Main Street they have to haul the snow off in the middle of the night. They will try to keep the old one together if a new one is not approved. The cost is \$39,000 for a new plow. Ken Bassett stated the Public Works Committee recommended approval to buy a new plow. The consensus was to leave it in the budget. Councilmember Clark asked what the cost is to install an ADA sidewalk at an intersection. Glade Allred responded the cost is approximately \$12,000 for all four corners of an intersection. Councilmember JoAnn Cowan asked if the sidewalk repairs have been prioritized for next year. Glade Allred answered that they do have a list, however it is always flexible to take care of things that come to their attention. Councilmember Cowan indicated that a property owner is willing to partner with the City to install sidewalk in front of his home on 500 East. Glade Allred stated it has always been the policy that the property owner has to install the sidewalk and then the City is responsible to maintain it. There is an asphalt sidewalk on south Vernal Avenue that is not considered a sidewalk that also needs repair. Ken Bassett stated these improvements are usually done through a special assessment area. However, it is now hard to get the banks to do this type of financing. Councilmember Cowan stated that area would be a higher priority especially if the School District builds a new school. She suggested the staff look to see if a grant would be available. Ken Bassett stated that federal funding is used for arterial roads. There was some discussion regarding a crossing guard. Glade Allred stated that originally those property owners were charged for the asphalt sidewalk. Ken Bassett suggest a list be prepared where there is existing asphalt sidewalks for the Council's consideration. Councilmember Munford stated there is no sidewalk on 100 East by Western Park that could be a problem. Ken Bassett stated that the street lighting is included in this budget. Glade Allred stated he tries to inspect the lights and updates the list to Rocky Mountain Power monthly. Ken Bassett explained that Rocky Mountain Power owns the lights

**MINUTES OF THE VERNAL CITY COUNCIL SPECIAL BUDGET WORKSHOP
MEETING HELD, MAY 14, 2015**

and are not willing to upgrade to LED lighting. A representative from Rocky Mountain Power will be at the next Council meeting who could explain their position.

City Parks

Ken Bassett explained that one project in this department is to repair the tree boxes and bricks along Main Street where the trees have lifted the grating, creating a hazard. There are three employees in this budget with Glade Allred supervising them. Mayor Norton asked if the staff looked at planting a different tree. Ken Bassett stated the staff did research this and determined that the present tree was the best tree for this purpose. The flowers on Main Street will be set out the first week in June.

Non-Departmental

Councilmember Cowan asked about the travel line item. Roxanne Behunin explained this is her department. Ken Bassett stated that this department is requesting to increase the hours for the part-time clerk by 5 hours per week to help cover the added work for the Holly Days project and work for other departments. The cost is \$5000. The intent was to not include it in the budget until the sales tax information is available, however, it is in this budget. There was some discussion regarding another event sponsored by the radio station that is scheduled the same time as Holly Days.

City Attorney

Ken Bassett explained that this department includes the cost for the prosecuting attorney at \$96,000 a year, the civil attorney at a minimum cost of \$18,000 that covers 45 hours per quarter and the indigent defense attorney. There has been some thought of hiring a full-time attorney to cover the prosecuting and civil attorney work, however, a full-time secretary would also be needed. Councilmember Munford stated that the overage for the civil attorney is expensive. Councilmember Cowan noted that it takes different skill sets to do prosecuting work and civil work, and the way the City is doing it now is working. Councilmember Clark asked when these contracts renew. Ken Bassett answered July.

UTILITY FUNDS

Water:

Mike Davis explained that one budget item the Public Works Committee asked for was more information on the automatic utility reading equipment. Matt McAllister, with Mountain land Supply, explained that they are specialists with automatic meter reading. Mike Davis stated that City has a system now where a wand is used to touch the lid on the water meter to obtain the read. Last year the request was for \$1 million dollars to upgrade the system to a fixed base automatic system for all 3000+ meters. This year, the request is for \$100,000 for radio read with a field meter and starting with only a few meters. Max Long, with Mountain land Supply, stated that Roosevelt City, Ballard, and other agencies have gone to this system. Councilmember Munford asked what the benefit is to not only the City, but the residents. Matt McAllister explained that there are 4 systems to read utility meters:

- 1 Direct read where you open the lid and write down the numbers;
- 2 Touch read where you touch the lid to obtain the read;

**MINUTES OF THE VERNAL CITY COUNCIL SPECIAL BUDGET WORKSHOP
MEETING HELD, MAY 14, 2015**

- 93 3 Hand held radio read where the reader walks or drives around, connects by radio
94 frequency with the meters to obtain the readings;
95 4 A fixed based read system where the readings are downloaded from the office.
96

97 Councilmember Bert Clark asked what happens if the meter barrel floods. Matt McCallister
98 stated that the meters are totally submersible. They can be damaged, and most cities have
99 ordinances requiring the person that causes the damage to replace them. One of the features of the
100 fixed radio and fixed base is the reporting system that connects to smart phones to allow the water
101 users to know when and how much water they are using. If they go over the allowed 8,000
102 gallons, they can be notified. Also, if the user wants the water turned off, the City staff can obtain
103 a reading and turn off the meter from the office. Max Long stated the readings can be obtained
104 even in the winter so leaks are caught quickly. Mike Davis noted that will help with water loss.
105 Councilmember JoAnn Cowan asked what will happen with the meter reader position. Mike
106 Davis stated he would work on maintenance, hanging shut-off notices etc. to free up the water
107 crew to maintain the rest of the system. Matt McCallister stated this system will provide tools to be
108 more proactive and increase the customer's satisfaction. Councilmember Munford asked if going
109 to the Community Impact Board (CIB) for funding to purchase this system was a possibility. Matt
110 McCallister stated that East Carbon City got funding through the CIB. Mike Davis stated this
111 system will also help lower the fire rating. Councilmember Clark asked what the fees are for this
112 system. Matt McCallister stated that with the radio read you pay for the frequency the first year
113 and an annual support of \$2200. Mike Davis stated the annual cost is \$1700 now. There was
114 some discussion regarding the frequencies. Councilmember JoAnn Cowan suggested the City go
115 to the Community Impact Board and ask for enough money to do the entire City with a match of
116 \$100,000. Ken Bassett suggested the request be for ½ loan and ½ grant. *Councilmember JoAnn
117 Cowan moved to submit an application to the CIB for \$522,000 for the radio read.
118 Councilmember Ted Munford seconded the motion. The motion passed with Councilmembers
119 Cowan, Munford, Scott and Everett voting in favor. Councilmember Clark was not present for
120 the vote.*
121

122 Ken Bassett explained that treated water costs will be increasing as the treatment plant is planning
123 on increasing their staff, and that cost will be passed on to the City.
124

125 Sewer

126 Ken Bassett stated there is not a lot of change in this budget. Mike Davis asked permission to
127 have two-year's worth of sewer line cleaning by doing \$70,000 at the end of one fiscal year and
128 \$70,000 the beginning next fiscal year. Ken Bassett explained that the Council cannot obligate the
129 next Council. Mayor Norton suggested asking for \$140,000 every other year.
130

131 Airport

132 Ken Bassett explained that the Interlocal Agreement for the Transportation District to take care of
133 the airport has gone back to the County attorney to be redrafted. The intent is to stop paying any
134 operating costs for the airport as of last December, and begin paying a quarterly payment toward
135 the conference center beginning in July.
36
137

**MINUTES OF THE VERNAL CITY COUNCIL SPECIAL BUDGET WORKSHOP
MEETING HELD, MAY 14, 2015**

Fire Department

Mike Davis explained the only item that is not reimbursed in the Fire Department budget is the annual breakfast.

Victim Advocates

Mike Davis explained that this department budget has not changed.

After discussion, the consensus of the Council was to meet next Wednesday beginning at 4:30 pm

ADJOURN: *There being no further business, Councilmember Ted Munford moved to adjourn. Councilmember Samantha Scott seconded the motion. The motion passed with a unanimous vote and the meeting was declared adjourned.*

ATTEST:

Mayor Sonja Norton

Roxanne Behunin, Deputy Recorder

(S E A L)



May 18, 2015

Vernal City

374 East Main Street

Vernal, UT 84078

Dear City Council Members,

On behalf of the Vernal Rod and Gun Club, I would like to take this opportunity to thank the council members for your time this evening and the continued support of our club and organized trap tournaments.

The VRGC has made some changes to our registered shoot program for 2015. In August of 2014 at the Amateur Trapshooting Associations Grand American, 50 delegates (1 from each state) voted and passed to move the Western Satellite Grand American from September 2014 to June 2015. Our club requested this change in hopes of gaining higher volume in attendance and guaranteed All American points for the shooters. VRGC's concern over the last few years has been the decline in numbers of the Uintah Basin Trapshooting Tournament or June shoot which would result in the loss of the All American points. Sadly, without the change, the attendance would have dropped even more drastically!

The Vernal Rod and Gun Club will host 4 ATA trapshooting tournaments this year: Spring Shoot (April 25-26) and the 27th Annual Western Grand American (June 9-14), the Western Zone Shoot (July 17-19) and the UBTT Handicap Shoot (September/dates TBD). Every year, we are grateful for new and returning participants from around the country that come to Vernal. However, this year we are excited and amazed to host 100 new guests to our club!

In 2014, our 4 ATA tournaments included 14 days of registered shooting; the VRGC threw over 208,300 targets. Our guests came from 20 different states (AZ, CA, CO, IA, ID, IL, IN, MN, MT, NE, NM, NV, NY, OR, PA, SD, TX, UT, WA and WY) and even a squad of shooters from Canada (AB). The total number of shooters entered in 2014 was 310 not including guests. **The Vernal Rod and Gun Club will host close to 300 shooters and throw more targets than ever before in the clubs history!**

3495 N. 2500 W., P.O. Box 35 • Vernal, UT 84078

(435) 789-0418 • (435) 781-0128

website www.vernalgunclub.com • Email vernalrodandgun@ubtanet.com

The Vernal Rod and Gun Club and its guests spend over a million dollars locally during these tournaments. Accommodations, dining, groceries, printing, trophies, wages and much more! The VRGC will host (5) dinners with an estimated cost of \$25,000.00 purchased in food and beverages from local businesses. Many companies donate or trade services for sponsorship or advertisement. Great assistance comes from local groups; American Legion Jensen Post, the Boy Scouts and Uintah High Drill Team. These are huge fundraisers every year for them!

Not only does the Vernal Rod and Gun Club host major ATA trapshooting tournaments, we provide local and state agencies with a place to shoot as well; including, Vernal PD, Naples PD, Sheriff's Department, Highway Patrol, Fish & Game, FBI and more. The pistol range is used for training, qualifying and concealed weapons classes. Another annual favorite at the VRGC is the Josie Shoot every June. This classic .22 tournament gets our local women and girls involved in the sport of rifle shooting. This month, the VRGC hosted its 5th Annual Corporate Shoot with 12 teams in participation and a kid's cancer benefit shoot.

The Vernal Rod and Gun Club's success is due in part by the many local businesses and individuals that have generously contributed money and time to our wonderful organization. We are in debt to your service and gratitude. Returning in June, the "Bill and Lee Ann Martin Fun Shoots" will give away \$40,000.00 in prize money! ATA participants may enter any of the "Fun Shoots" that will be thrown during the tournament on Thursday and Friday evenings. Also, Craig and Sharon Hart have donated \$15,000 added money and (33) Gold Coins for the Championship event trophies.

In closing, our club operates with the help and support from the many great people and businesses in this area. The VRGC relies on community support for our continued success. Without it, these events would not be possible. Monies are used to purchase trophies, food and general operating expenses for all our operations. Contributor recognition will be made through advertisement in our shoot programs and signage. The Vernal Rod and Gun Club would appreciate the city of Vernal to consider a monetary donation of \$5,000.00 in 2015.

Thank you.

Stacy Hawley

Office Manager

Vernal Rod and Gun Club

WHEN RECORDED, MAIL TO:
Utah Department of Transportation
Right of Way, Fourth Floor
Box 148420
Salt Lake City, Utah 84114-8420

Release of Easement

Uintah County

Affecting Tax I.D. No. 050780029, 050780022,
050780039, 050780030

PIN No. 13018

Project No. S-0040(138)114

Parcel No. 6:RE

VERNAL CITY, a municipal corporation of the State of Utah, Grantor, of Vernal City, County of Uintah, State of Utah, hereby RELEASES AND RELINQUISHES to the UTAH DEPARTMENT OF TRANSPORTATION, Grantee, at 4501 South 2700 West, Salt Lake City, Utah 84119, for the sum of TEN (\$10.00) Dollars, and other good and valuable considerations, all rights, title and interest granted to VERNAL CITY in and to that certain part of an entire EASEMENT executed the 20th day of May, 2003, by Troy Meier; said EASEMENT was recorded as Entry No. 2003004054 in Book No. 840 at Page No. 635 and 636 in the Office of the Uintah County Recorder, Utah; said part of an entire EASEMENT is over and upon the following described parcel of land in Uintah County, State of Utah, to-wit:

A parcel of land being part of an entire easement located in the Southeast quarter of the Southwest quarter of Section 28, Township 4 South, Range 21 East, Salt Lake Meridian, the boundary lines of said parcel are described as follows: Beginning at a point situated on the Northwesterly line of said entire easement, said point also being situated on the Southeasterly Right of Way line of U.S. Highway 40, as it presently exists, said point also being South 88°01'08" West 679.19 feet and North 02°23'15" West 938.09 feet from the South quarter corner of said Section 28, said point also being located at engineers station 45+25.00, 51.00 feet right of the control line for U.S. Highway 40 for the Utah Department of Transportation project S-0040(138)114; thence North 44°00'18" East 125.00 feet along said Northwesterly line of said entire easement; thence South 45°59'47" East 9.00 feet; thence South 44°00'18" West 80.00 feet parallel to said Northwesterly line of said entire easement; thence South 45°59'47" East 6.00 feet to the Southeast line of said entire easement; thence South 44°00'18" West 1.99 feet along said Southeast line; thence North

PIN No. 13018
 Project No. S-0040(138)114
 Parcel No. 6:RE

77°02'01" West 1.95 feet; thence South 44°00'18" West 15.16 feet; thence South 70°24'54" West 29.97 feet to the Point of Beginning.

The above described part of an entire easement contains a total of 1145 square feet in area, more or less, to be acquired for new road Right-of-Way.

The Basis of Bearings is along the South line of said Section 28 between the Southwest section corner and the South quarter corner, that bearing being North 88°01'08" East.

(Note: Rotate all bearings in the above description 00°02'16" counter-clockwise to obtain record bearings).

Vernal City will upon application to the Utah Department of Transportation, receive a license and a location specific encroachment permit for construction and maintenance of the sewer line presently located with the easement, according to the Statewide Utility License Agreement No. 038297, executed December 5, 2002.

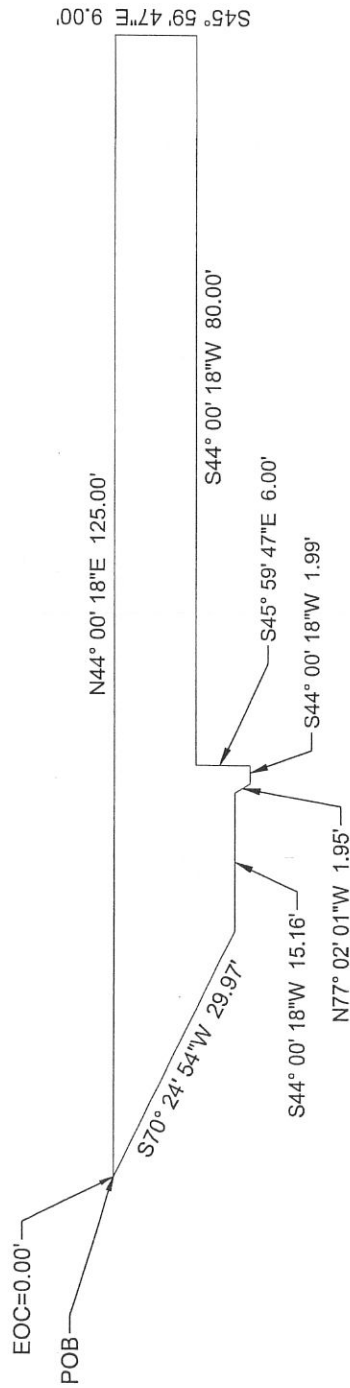
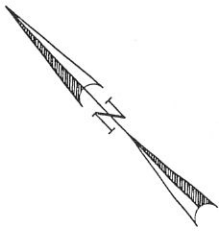
IN WITNESS WHEREOF, said VERNAL CITY has caused this instrument to be executed by its proper officers thereunto duly authorized, this _____ day of _____, A.D. 20 ____.

STATE OF UTAH)	VERNAL CITY
) ss.	
COUNTY OF UINTAH)	By _____

On the date first above written personally appeared before me, _____, who, being by me duly sworn, did say that he is the _____ of VERNAL CITY, a municipal corporation of the State of Utah, and that the within and foregoing instrument was signed in behalf of said municipal corporation by authority of a resolution adopted at a regular meeting of the _____, held on the ____ of _____, A.D. 20____, and said _____ acknowledged to me that said municipal corporation executed the same.

WITNESS my hand and official stamp the date in this certificate first above written:

 Notary Public



02/04/2015

1145 SQ FT or 0.026 AC

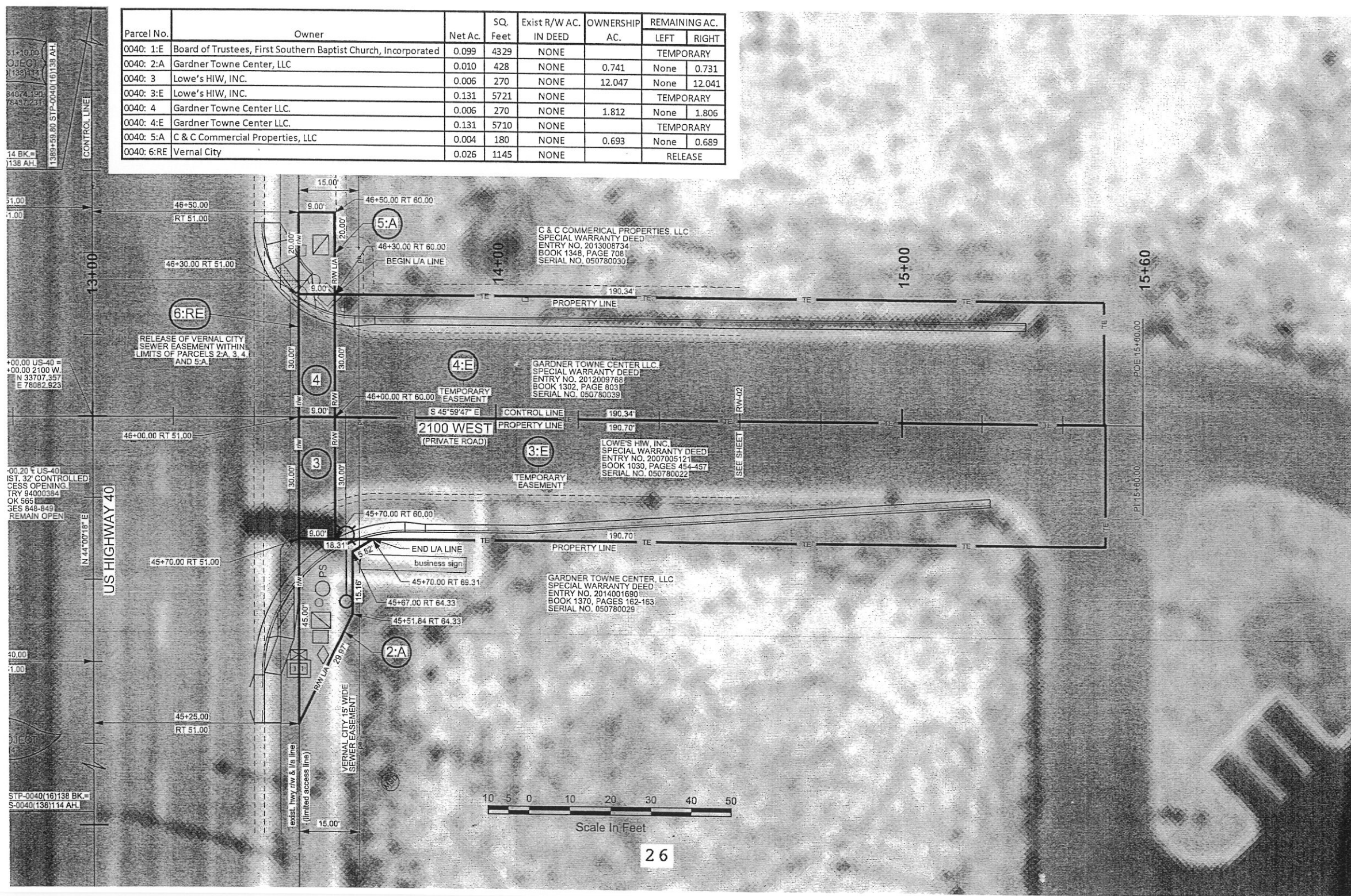
PARCEL #6:RE

VERNAL CITY

SCALE : 1 INCH = 20 FEET

DRAWN BY: KHG

Parcel No.	Owner	Net Ac.	SQ. Feet	Exist R/W AC. IN DEED	OWNERSHIP AC.	REMAINING AC.	
						LEFT	RIGHT
0040: 1:E	Board of Trustees, First Southern Baptist Church, Incorporated	0.099	4329	NONE		TEMPORARY	
0040: 2:A	Gardner Towne Center, LLC	0.010	428	NONE	0.741	None	0.731
0040: 3	Lowe's HIW, INC.	0.006	270	NONE	12.047	None	12.041
0040: 3:E	Lowe's HIW, INC.	0.131	5721	NONE		TEMPORARY	
0040: 4	Gardner Towne Center LLC.	0.006	270	NONE	1.812	None	1.806
0040: 4:E	Gardner Towne Center LLC.	0.131	5710	NONE		TEMPORARY	
0040: 5:A	C & C Commercial Properties, LLC	0.004	180	NONE	0.693	None	0.689
0040: 6:RE	Vernal City	0.026	1145	NONE		RELEASE	



A RESOLUTION OF THE VERNAL CITY COUNCIL APPROVING THE WATER CONSERVATION PLAN FOR VERNAL CITY.

WHEREAS, Vernal City wishes to respond to the growing concern for water conservation; and

WHEREAS, The City wishes to implement a "slow the flow" program; and

WHEREAS, the goal of Vernal City is to prevent water loss by inspecting the system and replacing meters to better manage the overall water system.

NOW THEREFORE BE IT RESOLVED by the Vernal City Council as follows:

SECTION 1. Water Conservation Plan. The Vernal City Water Conservation Plan is hereby adopted in its entirety and shall be effective upon filing 3 copies of the same with the Vernal City Recorder's office.

SECTION 2. Severability. The provisions of this ordinance shall be severable and if any provision thereof or the application of such provision under any circumstances is held invalid and it shall not affect the validity of any other provision of this ordinance or the application in a different circumstance.

SECTION 3. Effective Date. This resolution shall become effective immediately upon adoption.

PASSED, AND ADOPTED this 20th day of May, 2015.

Mayor Sonja Norton

ATTEST:

Kenneth L. Bassett, City Recorder

(S E A L)



GARY R. HERBERT

Governor

SPENCER J. COX
Lieutenant Governor

State of Utah

DEPARTMENT OF NATURAL RESOURCES

MICHAEL R. STYLER

Executive Director

Division of Water Resources

ERIC L. MILLIS

Division Director

April 16, 2015

Vernal Municipal Water System
Mike Davis
58 N. 500 East
Vernal, UT 84078

Subject: Water Conservation Plan Update

The Utah Division of Water Resources (DWRe) has been charged with the administration of the Utah Water Conservation Plan Act (73-10-32, UCA). This Act requires each water conservancy district and public water system with more than 500 connections to submit a Water Conservation Plan (Plan) and update every five years. As such, the DWRe is also responsible for publishing the list of entities that are non-compliant with the Water Conservation Plan Act at the end of every year.

Vernal Municipal Water System is required to comply with the Act. Our records indicate your last Plan was submitted in 2010. An update to your Plan is due this year. Vernal Municipal Water System will be reported as non-compliant if a Plan update is not received by **December 31, 2015**. **Remember your city council and/or board must approve and adopt the Plan by this date also, so please work to complete the Plan accordingly.**

A Water Conservation Plan is an essential tool in your water system strategic plan. With an ever-increasing population coupled with a fairly static water supply, many communities will be facing water supply challenges over the next few decades. Assessing your water conservation potential now will help you avoid a possible water crisis in the future.

The DWRe would like to offer our help in assisting your community to come into compliance with the Utah Water Conservation Plan Act. Many resources are available at our website, <http://www.conservewater.utah.gov/resources.html>, and enclosed is a sample Plan with several resources that should assist you in completing a thorough Plan. We encourage you to take some time looking this over, especially the checklist on pages 5 and 6, which includes critical points needed in your Plan. In addition, we have enclosed a checklist highlighting good points about your last Plan and parts that will need improvement this time around.

Remember, one of the main goals of water conservation is to reduce per capita water use. Enclosed is a reminder that shows a chart indicating statewide reductions in per capita. Please compare your system water use with the statewide numbers presented and see if you can't find reasonable best management practices that will help your customers reduce water use. For further assistance or answers to your questions, please contact Eric Klotz, Water Conservation and Education Section Chief, at (801) 538-7264, or ericklotz@utah.gov.

Thank you,

Eric L. Millis P.E.
Director

Enclosures (3)



WATER CONSERVATION PLAN

VERNAL CITY, UTAH

APRIL 2015

TABLE OF CONTENTS

INTRODUCTION	3
DESCRIPTION OF VERNAL CITY WATER SYSTEM	3
WATER PROBLEMS, CONSERVATION MEASURES AND GOALS	4
CURRENT CONSERVATION PRACTICES	5
CURRENT WATER RATES	6
ADDITIONAL CONSERVATION MEASURES	6
IMPLEMENTING AND UPDATING THE WATER CONSERVATION PLAN	6

INTRODUCTION

In response to the growth occurring throughout the State of Utah, Vernal City leaders are becoming concerned for the future cost and availability of the water supply. A similar concern has been demonstrated by the State Legislature in the Water Conservation Plan Act (House Bill 153) passed and revised in 1999 Legislative Session (Section 73-10-32 Utah Code Annotated). This water conservation plan is written to address the concerns of leaders and citizens of both Vernal City and the State of Utah.

DESCRIPTION OF VERNAL CITY WATER SYSTEM

The Vernal City water system presently delivers Water from the Ashley Valley Water Treatment Plant (AVWTP) to Vernal City. Water is fed to the AVWTP either through the raw water line from Ashley Springs or pumped from Red Fleet Reservoir through the Reach No. 1 of the Tyzack Aqueduct. The use of Red Fleet water occurs during periods of high flows on Ashley Creek which raise the turbidity and lowers the alkalinity of the water from the Ashley Springs to levels that are difficult to treat at the AVWTP. During a normal year, water from Ashley Springs is used during low flow periods, approximately nine months of the year. Water is pumped from Red Fleet during high flow periods on Ashley Creek and into the summer, approximately three months of the year.

Water is treated at the AVWTP and is then transmitted through a 33-inch Reach No. 2 of the Tyzack Aqueduct to 1500 North and 1500 West where it enters Vernal City's water distribution system. Vernal City's 1 and 5 mg reservoirs are located southwest of Vernal City on the other side of the City's system. In addition to the 1 and 5 mg reservoirs, Vernal City shares capacity in the 10 mg reservoir located near the AVWTP. In order for the City to fill these reservoirs, water must be pushed through their water system to the reservoirs through the main distribution system along 1500 west and 500 south. The 1 and 5 mg reservoirs feed Vernal's system through a 20 and 24 inch pipelines located along 500 south. The 5 mg reservoir is located at a lower elevation than the 1 mg reservoir.

Vernal City also has a 16-inch pipeline that runs from the connection to the AVWTP at the mouth of the canyon along 3500 West connection to the 1 and 5 mg reservoirs via Reach 3 Aqueduct of the CUWCD. Maeser Water Improvement District (Maeser) has a parallel pipeline along 3500 West from 2500 North to 500 North that serves their customers along 3500 West. Ashley Valley Water and Sewer Improvement District's (AVWSID) system is along the west edge of the valley and areas south and east of Vernal City. A 22-inch pipeline originates at their treatment plant in the canyon and feeds the Chocolate Rock reservoirs. A 24-inch pipeline originates at the reservoirs and feeds AVWSID to the south. Vernal City's major system is at present essentially isolated from the AVWSID and Maeser water systems along the west side of the valley.

The AVWIP is owned and operated by the Central Utah Water Conservancy District (CUWCD) and the water produced at the plant is delivered to the Uintah Water Conservancy District (UWCD)

for delivery to the entities in the valley. The AVWTP has current treatment capacity of 11 million gallons per day/ (mgd) . Water deliveries from the AVWTP to Vernal City can be made through Reach No. 2 and No. 3 of the Tyzack Aqueduct. The US Bureau of Reclamation (USBR) constructed this aqueduct as part of the Central Utah Project (CUP) Jensen Unit. Reach 2 and Reach 3 are operated by UWCD and both the CUWCD and UWCD are responsible for repayment to the federal government for the aqueduct.

AVWSID delivers water from Ashley Springs to their water treatment plant located along Ashley Creek upstream of the canyon mouth. Water from this treatment plant serves AVWSID and Maeser. The only source for the AVWSID water treatment plant is Ashley Creek. Water is transmitted from the mouth of the canyon through an 18-inch pipeline to service the Maeser and AVWSID service areas. The 2 million gallon Chocolate Rock Storage Reservoir at the mouth of Ashley Creek provides flow regulation to the AVWSID service area.

Vernal City provides water to the residents of Vernal. Their only source of treated water is the AVWTP. They service primarily residents within Vernal City limit's. Their present City population is approximately 9000. There has been some limited growth within Vernal's service area for the last several years although overall system demand to the AVWTP has stayed constant due to leak detection and repair program implemented by the City.

The current per capita consumption is calculated by the total usage for 2009 of 820 million gallons divided by the population of approximately 9,000.

Per capita consumption per day of 250 gallons

Inventory of Water Resources

Vernal City has compiled a list of Water Resources. This list is found in Attachment A.

WATER PROBLEMS, CONSERVATION MEASURES AND GOALS

Problems Identified

Vernal City has recognized that undetected water leaks results in a large quantity of water that is lost to the system. Undetected water leaks result in treatment costs that must be paid by the system instead of users paying for the treatment costs. During drought years, undetected leaks can limit the amount of water available to the system. A second problem is that over time water meters tend to fail. The failure of water meters creates an unrealistic measure of water use. Vernal City may not collect the correct fees for the water and the user may be under the assumption that they are conserving water.

4 Water Conservation Goals

In pursuit of solutions to the problems identified previously, and in light of the variety of conservation measures available to solve these problem, the following goals have been identified.

- Goal 1
Detect Water leaks on the culinary system.
- Goal 2
Implement a consistent and planned meter replacement program.

The City has implemented these goals for the purpose of better managing the water system and conserving water. Over the past three years, the City has realized an approximate 20% reduction in water losses. All current water meters within the City have been replaced with automated touch-read meters. The City continues to replace both residential and commercial meters that are not functioning properly– that being determined during the monthly meter reading.

CURRENT CONSERVATION PRACTICES

In order to solve the problems identified above and take associated opportunities, specific water conservation measures must be identified and evaluated. Vernal City has already implemented several water conservation measures; these, along with additional measures that will effectively solve Vernal City's water problems, are discussed below.

Vernal City's current water conservation program is directed primarily at managing water and providing useful material to assist residents to use water more efficiently. Current measures include leak detection program, meter replacement, and the Governor's Slow the Flow policy.

1. Leak Detection Program

Vernal City has made an aggressive effort to detect water leaks on the culinary system. Vernal City has contracted with firms who monitor Vernal City's water system in order to find leaks. Once leaks are located, Vernal City crews make repairs to the lines to eliminate water loss.

2. Meter Replacement Program

Vernal City has made an aggressive effort to consistently replace water meters in a planned manner. The purpose of replacing meters is to better manage the water system and conserve water. Over time, all meters become less accurate in recording actual flows. This leads to lost revenue to the City and inaccurate data to citizens.

3. Governor's Slow the Flow Policy

Vernal City has used former Governor Leavitt's no water between 10 a.m. and 6 p.m.

program. This strategy has not been a mandatory policy by the City but an educational means to help residents use water wisely.

CURRENT WATER RATES

The Vernal City Council sets water rates based on information provided by City Staff on water usage cost of providing and treating water. Rates are discussed during annual budget meetings for the Water Department of the City. All meetings are open to the public. Attachment B has the current water rates and water rights of the City. Rates are addressed annually.

ADDITIONAL CONSERVATION MEASURES

In order to effectively meet Vernal City's future water needs and solve all water problems identified, additional and more specific water conservation measures will be required. These include continuation of leak detection program, continuation meter and line replacement program, the use of development impact fees to purchase additional water rights from Red Fleet for culinary use and continuation of annual review of water rates to ensure capability to finance future water resources.

IMPLEMENTING AND UPDATING THE WATER CONSERVATION PLAN

To insure the goals outlined above are reached, appropriate tasks must be determined, responsibility fixed and a time line set for completion of the tasks. It is also recommended that reports on progress toward goals be made to the City Council. The water conservation plan will be revised and updated as required to meet changing conditions and needs. This plan will also be updated and resubmitted to the Utah Division of Water Resources in every five years as required.

Attachment A
Water System Inventory

VERNAL CITY UTILITY SYSTEM
Inventory Current Values (Approximate)

1. Water System

A. Culinary Water Lines

1.	1" water lines	=	610 lf
2.	2" water lines	=	12,020 lf
3.	4" water lines	=	96,260 lf
4.	6" water lines	=	113,870 lf
5.	8" water lines	=	54,890 lf
6.	10" water line	=	36,060 lf
7.	12" water line	=	16,050 lf
8.	16" water line	=	4,450 lf
9.	18" water line	=	46,160 lf
10.	20" water line	=	39,742 lf
11.	24" water line	=	5,000 lf

B. DeSander- Dry Fork Canyon

C. One Million Gallon Cement Water Storage Tank

D. Five Million Gallon Pre-Stressed Water Storage Tank

E. Ten Million Gallon Water Storage Tank

F. Water Meters

1.	3/4"	=	2655
2.	1"	=	366
3.	1 1/2"	=	74
4.	2"	=	130
5.	3"	=	10
6.	4"	=	28
7.	6"	=	9
	Total	=	3272

Commercial Meters	=	725
Residential Meters	=	2547

G. Valving

1.	4"	=	125
2.	6"	=	374

3.	8"	=	150
4.	12"	=	26
5.	10"	=	20
6.	18"	=	2

Attachment B
Water Rates

Water User Fees:

In-City Residential, Duplex & Commercial:

1 st 8,000 gallons	\$37.50 minimum
Over 8,000 gallons	\$2.20/1000 gallons

Out-of-City Residential, Duplex & Commercial:

1 st 8,000 gallons	\$38.50 minimum
Over 8,000 gallons	\$2.30/1000 gallons

Water Connection Fees:

Line Size	Full Connection	Meter Set Only
5/8"x3/4"	\$3,500	\$200
1"	\$4,000	\$275
1½"	\$5,000	\$550
2"	\$6,600	\$1,400
3"	actual cost	actual cost
4"	actual cost	actual cost

Impact Fees:

5/8"x3/4" meter	\$1,000
1" meter	\$1,250
1½" meter	\$2,250
2" meter	\$3,250
3" meter	\$10,000
4" meter	\$15,000

VERNAL CITY WATER RIGHTS

1. Primary allotment & diligence claim (Ashley Creek)
(See attached summary)
2. CUP Vernal Unit 910 acre feet
3. CUP Jensen Unit 1000 acre feet
4. Ashley Valley Reservoir 624 acre feet

Vernal City Water Rights from Ashley Springs & Red Fleet Reservoir
October 13, 1999

Priority	Flow/Volume/ % Nat Flow	Period of Use	Source	Basis of Right
1874	5.0efs/2.544% (1)	4/1 to 10/31	Ashley Springs	Civil #18,(2) 45-1647, Change a 1548
1874	1.21 % (3)	4/1 to 10/31	Ashley Springs	Civil #18 (2) Exchange 854
1880	140 AF	1/1 to 12/31	Ashley Springs	45-1691, Diligence
02/20/15	910 AF	1/1 to 12/31	Ashley Springs	Exchange #104 (Steinaker Reservoir)
09/24/52	5.0 efs	11/1 to 3/31	Ashley Springs	45-1646 (A24219), Election
(1) Varies (5)	Varies (6)	4/1 to 10/31	Ashley Springs	Exchange #854
Municipal	Based On Need	1/1 to 12/31	Red Fleet Reservoir	Contract with US Bureau of Reclamation

1. Whichever flow is less (Break point is 197 cfs). The percentage is portioned on an equivalent of 30.205 shares of stock in Ashley Central Irrigation Company ($30.205 \text{ Shares} / 450 \text{ shares} * 0.3295 * 100 = 2.212\%$ of the natural flow of the creek) and the A.G. Johnson Right (0.33209% of the flow of the natural flow of the creek).
2. Civil #18 awarded 86/87 of the total flow of Ashley Creek to Ashley Central Irrigation Company (32.95% of the natural flow of Ashley Creek).
3. This percentage is based on two thirds of the water represented by 24,7213 equivalent shares of Ashley Central Irrigation Company ($24,7213 \text{ shares} / 150 \text{ shares} * .3295 * 100 * 2/3 = 1.21\%$ of the natural flow of the creek).
4. This right is junior to 31,458 af. of storage in Steinaker Reservoir (WRNUM 45-2049, CERT. 10564, Priority of 2/20/1915). Vernal City is entitled to use up to 5.0 cfs during the non irrigation season if Steinaker Reservoir fills to 31,458 af. during the same water year. If the reservoir does not fill, Vernal City's water under this right would be reduced by the quantity of water that the reservoir was less than the 31,458 af.
5. The priority of this right is the priority of the Ashley Valley Reservoir Company Water delivered.
6. The quantity of water under this portion of Exchange 854 is based on the ownership of 2518.22 shares in Ashley Valley Reservoir Company and is determined each year by said company.

Zimbra

kbassett@vernalcity.org

District annual report

From : Christina Williams <cmwilliams@stratanet.com> Wed, Mar 25, 2015 01:09 PM
Subject : District annual report  1 attachment
To : Ballard City Administration
<ballard1@ubtanet.com>, Dean Baker
<wbs@easilink.com>, Joshua Bake
<jbake@naples.utah.gov>, Ken Bassett
<kbassett@vernalcity.org>, Sonya Norton
<mayor@vernalcity.org>
Cc : judd@easilink.com

Good afternoon everyone,
Just wanted to send you my annual report FYI. Appreciate all of the input and support for our District and the welfare of the animals and people within it.
Tina

 **Annual District Activities report FY 2014.doc**
85 KB

ANNUAL REPORT FY 2014
March 20, 2015

GENERAL BUSINESS

- Attendance of the January 24, 2014 Utah Veterinary Medical Association Legislative Proposal Meeting in Murray, Utah-Director, Shelter Manager & Board Member Commissioner Darlene Burns.
- Presentation to the City & Counties meeting on Tuesday, March 11, 2014 at Vernal City on the impending Canine Isolation Building Annex Plans-Director, Shelter Manager & contracted engineer Keith Despain.
- Attendance of the March 19, 2014 Uintah County Planning Commission Meeting at 6:00 p.m. for Canine Isolation Annex Building (*Site Plan Approval*)-Director & contracted engineer Keith Despain
- Presentation to the Naples City Council meeting on Thursday, March 27, 2014 at Naples City on the impending Canine Isolation Building Annex Plans-Director & Shelter Manager.
- Starting May 20, 2014 the request for Sealed Bids was published and ended on June 3, 2014. On June 3, 2014 the Pre-Bid Conference was held. On June 17, 2014 the Bid Opening was held. On June 20, 2014 the Bid was awarded to Angus Construction of Vernal. On July 23, 2014 the Pre-Construction meeting was held. On August 5, 2014 the project was started.
- On Wednesday, April 2, 2014 at 7:00 p.m., the Current Topics Club of Vernal City donated one-thousand (\$1,000.00) dollars to the animal shelter. The presentation was held at the Uintah County Library. Present to receive the donation were the Director and Shelter Manager, who did a brief presentation on the animal shelter.
- In June, the shelter received an invitation from the Vernal Chamber of Commerce to participate in their summer time community program, "Dinosaurland Unplugged". This program encourages active lifestyles and stimulates local economies by promoting healthy activities for kids, thru the Play Unplugged Program. The shelter will be offering "brag tags" for A TOUR OF THE ANIMAL SHELTER AND INTERACTION WITH AN ADOPTABLE ANIMAL.
- On August 14, 2014 Naples City Approved and Adopted the "Unified Animal Control Ordinance" which was suggested & initiated by the District in March of 2012, and worked on by attorneys & planning/zoning officials for all municipalities and key District staff members for 2 ½ years.
- On November 5, 2014 Vernal City Approved and Adopted the "Unified Animal Control Ordinance".

BUDGET

- Total fund expenditures for the end of 2014 will be available after completion of the "end of the year" billing/invoicing and the accompanying annual audit, which begins March 16, 2015.
- In September 2014, Uintah County altered the mineral lease funding for the District FY 2015, from \$837,000 to \$868,000 dollars, which is an increase slightly greater than 3.7%.

STAFFING

- N/A

Eight (8) YEAR STATISTIC HIGHLIGHTS

FY 2007 thru 2014	Total
Total Animal Control Calls for Service	31,125
Total Small Animal Impounds	14,400
Total Livestock Impounds	448
Owner released small animals	1,766
Visitors to Shelter	19,276

POLICY & LEGISLATION

- Request for Approval of Resolution No. 2014-01, to Approve Amendments to Title 3: Standard Work Periods, Pay Periods, Hours Worked, Overtime Compensation, Animal Control Officer Training Hours and Reduction in Work Hours, Chapter 3.01 Work Periods, Section 3.01.020 Work Hours, Chapter 3.02 Pay Period, Hours Worked and Direct Deposit, Sections 3.02.020 Time Sheets, 3.02.030 Overtime & 3.02.050 Required Training for Animal Control Officers, in the Personnel Policy & Procedure Manual- **Approved 1/17/14.**
- Request for Approval of Resolution No. 2014-02, to Approve a *Revision* to Title 2: Uintah Animal Control and Shelter Special Service District Personnel System, Chapter 2.05 Compensation/Payment for Services, *Repealing* Section 2.05.045 Shift Differential, in the Personnel Policy and Procedure Manual. **Approved 1/17/14.**
- Request for Review and Approval of two (2) *Amendments* to the Emergency Mutual Aid Cooperation Agreement between the District and the Ute Indian Tribe. **Approved 1/17/14.**
- Request for Approval of Resolution No. 2014-03, to Approve and Adopt *Amendments* to Title 18: Use of Uintah Animal Control and Shelter Special Service District Facilities, Equipment Etc, Chapter 18.01 Use of District Facilities, Vehicles, Equipment & Buildings, Sections 18.01.010 Unauthorized Use, 18.01.020 Vehicles Assigned to Employees, Paragraph B, and *Adding* Section 18.01.025 Driver Qualification Policy in the Personnel Policy & Procedure Manual. **Approved 3/21/14.**
- Request for Approval of Resolution No. 2014-04, to Approve and Adopt an *Amendment* to Title 4: Impounding Domestic Animal(s), Section 04.02 Live Animal(s) Without Identification in the Standard Operating Policy Manual. (5 min) **Approved 3/21/14.**
- Request for Approval of Resolution No. 2014-05, to Approve and Adopt *Amendments* to Title 1: Organization & Administration, Section 01.08: Hours of Operation, and Section 01.05.1 Requests for Information, in the Standard Operating Policy Manual. (5 min) **Approved 3/21/14.**
- Request for Approval of Resolution No. 2014-06, to Approve and Adopt *Amendments* to Title 5: Leave/Breaks, Chapter 5.02 Sick Leave, Section 5.02.100 Contributing Sick Leave to Fellow Employees and Section 5.02.070 Reporting, in the Personnel Policy and Procedure Manual. **Approved 3/21/14.**
- Request for Approval of Resolution No. 2014-07, to Approve and Adopt *Revisions* to the Existing Memo of Understanding Form for 501C3 Rescue Groups. **Approved 4/18/14.**
- Request for Approval of Resolution No. 2014-08, to Approve and Adopt a *Revision* to Title 2: Categories of Appointment, *Repealing* Section 2.03.065 Seasonal Full-Time in

the Personnel Policy and Procedure Manual. **Approved 4/18/14.**

- Review of, and Motion to Approve New 5 Year Agreement with Smuin, Rich & Marsing, Certified Public Accountants. **Approved 4/18/14.**
- Request for Approval of Resolution No. 2014-09, to Approve and Adopt *Revisions* to Title 18: Use of Uintah Animal Control and Shelter Special Service District Facilities, Equipment, Etc., Chapter 18.04 Information Technology Resources Acceptable Use Policy, Section(s) 18.04.010 Purpose, 18.04.020 Privacy Issues and Legal Implications, 18.04.050 Responsibilities and 18.04.060 Unacceptable Use of IT Resources in the Personnel Policy and Procedure Manual. **Approved 5/16/14.**
- Request for Approval of Resolution No. 2014-10, to Approve and Adopt *Revisions* to Title 8: District Programs, Section(s) 08.02: Media, 08.03: District Website, 08.06.1: Requirements, 08.08: Community Service Program and *Adding* Section 08.09: Special Events Vendor Liability Insurance in the Standard Operating Policy Manual. **Approved 6/20/14.**
- Request for Approval of Resolution No. 2014-11, to Approve and Adopt *Revisions* to Title 14: Volunteer Policy, in the Standard Operating Policy Manual. **Approved 6/20/14.**
- Review of and Motion to Approve Agreement with Naples City Police Department. **Approved 6/20/14.**
- Request for Approval of Resolution No. 2014-12, to Approve and Adopt *Revisions* to Title 2: Uintah Animal Control and Shelter Special Service District Personnel System, Chapter 2.05: Compensation/Payment for Services, Section 2.05.005: Determining Rate of Pay, Paragraph B., and 2.05.046: Officers Court Compensation Policy in the Personnel Policy and Procedure Manual. **Approved 7/18/14.**
- Request for Approval of Resolution No. 2014-13, to Approve and Adopt *Revisions* to Title 11: Hiring Procedures, Chapter 11.09: Vaccinations and Medical Examinations, Section (s) 11.09.010: Vaccinations, 11.09.015: Purpose, 11.09.016 Pre-Exposure Rabies Vaccinations, 11.09.030 Medical Examinations and *Repealing* Section 11.09.020: HIV Testing and in the Personnel Policy and Procedure Manual. **Approved 7/18/14.**
- Request for Approval of Resolution No. 2014-14, to Approve and Adopt *Revisions* to Title 1: Uintah Animal Control and Shelter Special Service District Equal Employment Opportunity, Chapter(s) 1.01 thru 1.14 in the Personnel Policy and Procedure Manual. **Approved 7/18/14.**
- Request for Approval of Resolution No. 2014-15, to Approve and Adopt *Revisions* to Title 2: Uintah Animal Control and Shelter Special Service District Personnel System, Chapter (s) 2.01: Personnel Office and 2.02: Personnel System Rules and Regulations in the Personnel Policy and Procedure Manual. **Approved 7/18/14.**
- Request for Approval of Resolution No. 2014-16, to Approve and Adopt *Revisions* to Title 4: Impounding Domestic Animal(s), and *Adding* Section(s) 04.11: Public Interaction with Animal(s) Under "Stray Hold" and 04.12: Final Disposition of Impounded Animal(s) in the Standard Operating Policy Manual. **Approved 9/19/14.**
- Request for Approval of Resolution No. 2014-17, to Approve and Adopt *Revisions* to Title 10: Quarantine in the Standard Operating Policy Manual. **Approved 9/19/14.**
- Request for Approval of Resolution No. 2014-18, to Approve and Adopt *Revisions* to Title 16: Emergency Response Procedure/Criteria in the Standard Operating Policy Manual. **Approved 9/19/14.**
- Request for Approval of Resolution No. 2014-19, to Approve and Adopt *Revisions* to Title 4: Employee Performance Reports and Merit Increases, Chapter 4.01: Performance Reports and *Suspending Indefinitely* Section(s) 4.02.010 thru 4.02.035 of Chapter 4.02: "Pay for Performance" Policy, in the Personnel Policy and Procedure Manual. **Approved 10/17/14.**

- Request for Approval of Resolution No. 2014-20, to Approve and Adopt *Revisions* to Title 17: Drug Free Workplace Compliance Policy, Chapter(s) 17.01: Drug Free Workplace, and 17.02: Drug / Alcohol Testing, in the Personnel Policy and Procedure Manual. **Approved 10/17/14.**
- Request for Approval of Resolution No. 2014-21, to *Appoint a Member and Alternate Member* to the Utah Association of Special Districts (UASD) Board of Representatives.- (5 min) **Approved 10/17/14.**
- Request for Approval of Resolution No. 2014-22, to Approve and Adopt *Revisions* to Title 9: Miscellaneous Provisions, Chapter(s) 9.02: Accident Reporting Procedures, 9.03: Employee Records, and 9.07: Employee Travel, in the Personnel Policy and Procedure Manual. (10 Min) **Approved 10/17/14.**
- Request for Approval of Resolution No. 2014-23, to Approve and Adopt *Revisions* to Title 6: Benefits, Chapter(s) 6.01: Group Medical, Dental & Life Insurance, 6.04: Retirement Systems, and 6.06: Social Security, in the Personnel Policy and Procedure Manual. **Approved 10/17/14.**
- Request for Approval of Resolution No. 2014-24, to Approve and Adopt a *Revision* to Title 17: Drug Free Workplace Compliance Policy, Chapter 17.01: Drug Free Workplace, Section 17.01.030: Definitions, Paragraph J, in the Personnel Policy and Procedure Manual. **Approved 11/21/14**
- **1st and 2nd Reading** of Resolution No. 2014-25, to Approve and Adopt *Revisions* to the Administrative Control Board Bylaws, Article 2: Membership, Article 5: Board Officers and Duties, and Article 10: Compensation. **Approved 12/19/14**
- Request for Approval of Resolution No. 2014-26, FY 2015 Meeting Schedule. **Approved 12/19/14**
- Request for Approval of Resolution No. 2014-27, to Approve and Adopt Purchasing Policy. **Approved 12/19/14**
- Request for Approval of Resolution No. 2014-28, FY 2015 Budget. **Approved 12/19/14**

NEW 501c3 RESCUE GROUP M.O.U. AGREEMENTS FY 2014:

As of December 31, 2014 the District has fifty (50) signed Rescue M.O.U. agreements, covering a six (6) state area.

- Greater Boise Pug Rescue and Placement Group Inc.
- Western Border Collie Rescue
- Colorado Pug Rescue
- Humane Society of Utah
- Rescue Rovers
- Ashley Valley Community Cats
- Active K9 Rescue Foundation
- Western Australian Shepherd Rescue

INTERLOCAL & MUTUAL AID AGREEMENTS:

- Emergency Mutual Aid Interlocal Cooperation Agreement with the Bureau of Land Management (BLM)-Vernal Field Office- *Carried over from 2012 Still pending.*
- Emergency Mutual Aid Interlocal Cooperation Agreement with the Ute Indian Tribe.- *Carried over from 2012. Approved 11/15/13* by Tribal Business Committee. Final review by District's attorney resulted in request for minor wording change to be done by Tribal attorneys. Agreement re-submitted to the Tribe January 2014. *Pending again.*

- Agreement with Naples City to Board their Police Departments K-9 Dogs when their handlers are on annual leave. **Approved 6/20/14.**

PROFESSIONAL LICENSES/CERTIFICATIONS

- Utah State Records Officer Re-Certification September 20, 2014-Director.

TRAINING HIGHLIGHTS FY 2014

March:

- Community Impact Board (CIB) Application Tutorial Training

September:

- Attendance of the September 6th thru 8th, 2014 training, in Olympia, Washington, "New Dimensions in Canine Behavior Analysis & Counseling" by John Rogerson of www.PUPPYWORKS.com out of New York State and Great Britain.-(3) Shelter Staff members.
- Attendance and participation in the September 9, 2014 Citizen Corp's Volunteer Coordinator Training held at the Uintah County Emergency Operations Center (EOC)-Director and Shelter Manager.

October:

- Attendance of the October 3, 2014 Electronic Records Training thru the Utah State Archives in Salt Lake City.-Director and Shelter Records Clerk.
- Attendance of the October 21, 2014 Reasonable Suspicion Training thru the Utah Local Governments Trust (ULGT).-Director, Shelter Manager & Animal Control Supervisor.

November:

- Attendance of the November 5th thru 7th 2014 Utah Association of Special Districts (UASD) Annual Training Conference-Director

Mandatory Training:

- Back Safety & Ergonomics-**May 13, 2014**
- Worker Safety in the Animal Shelter-**May 21, 2014**
- Work Place Violence Training (*Due for review in 2015*)
- Fire Safety Training (*Due for review in 2015*)
- Annual Audiometric & Respiratory Fit Testing (*Will be done in early spring 2015, FY 2014*)

SAFETY

- Results received in January 2014, for the six (6) District staff members who had blood drawn for Rapid Fluorescent Foci Inhibition (RFFIT) tests on December 11, 2013 show that one (1) employee tested will have to have a Rabies vaccination booster shot.
- On March 13th, 2014, one (1) shelter staff member traveled to the Wasatch Health Department in Heber City, for a required rabies vaccination booster. One (1) other shelter staff member signed a request for waiver of required vaccinations form.

- On June 18th, June 25th and July 16, 2014 two (2) shelter staff members traveled to the Wasatch Health Department in Heber City to receive a total of three (3) vaccinations in the Pre-Exposure Rabies Vaccination Series.

DISEASE CONTROL

- The District's animal shelter continued to be part of the Pfizer for Shelters Program, a new program started in 2013, through Pfizer Animal Health designed exclusively for sheltered dogs and cats. There are no requirements for the program, except that the vaccines and pharmaceuticals are used for sheltered dogs and cats only. This program does not require minimum or standard orders. Additional benefits are no shipping charges and no contract. The program allows the shelter the flexibility to order online 24/7. The vaccines savings range from 50 to 70% off. The pharmaceuticals are available to order and similar to good distributor pricing.
- On August 5, 2014 the K-9 Isolation Kennel Annex Building project was started. This annex building is for sick or injured dogs only, and will be located directly behind the existing facility and be completely separate from it. It will house twelve (12) dog kennels, have an air-intake/exchange system specifically designed for isolation kennels, heated flooring, an ergonomic dog bathing/shower station, skylights and windows, and a combined kitchen / veterinary exam area. The building is due to be completed by the end of March 2015.

MEETINGS & EMERGENCY PLANNING

- Year round participation and attendance at the Regional Response Planning Committee (RRPC) Meetings-Director.
- Year round participation and attendance at the Local Emergency Planning Committee (LEPC) Meetings-Director, Shelter Manager & Sr. Shelter Tech.
- Year round Participation and attendance in Citizen Corps /CERT combined monthly meetings as our agency volunteer coordinators-Director, Shelter Manager & Sr. Shelter Tech/CART Volunteer Leader.
- The Director is also serving as the Chair-Person for the Citizen Corps Board FY 2014.
- Participation in the Annual Emergency Preparedness Fair on Saturday, May 3, 2014-Director
- Participation in the Saturday, May 17, 2014 eight (8) hour Citizen Corp Community Volunteer Conference held in Vernal, Utah-Director, Sr. Shelter Tech.
- Participation in the July 8, 2014 Citizen Corp Volunteer Appreciation BBQ.-Director & Sr. Shelter Tech.

PUBLIC EDUCATION & COMMUNITY OUT-REACH PROGRAMS

- Thursday, March 6, 2014 Presentation to Boy Scouts in Naples City at the Davis Elementary School at 6:00 p.m. on Emergency Preparedness for Animals at home-Caiti
- Tuesday, March 25, 2014 "Compassion Towards Animals" Presentation to the Boy Scouts at the Glines Church at 6:00 p.m. by Sr. Shelter Tech.
- Saturday, April 5, 2014 "All about the Animal Shelter" Presentation to the Girl Scouts at the Uintah County Library at 10:15 a.m. by Sr. Shelter Tech.
- Caiti and Elementary school program "All about the Animal Shelter".

• A1 Yearlong participation in the X94.3 Weekly Live Radio Spot on Tuesdays-Sr. Shelter Tech & assorted other staff and animal guests.

Ã2 Yearlong Participation in the Senior Pet Therapy Program at the Vernal Care Center -Caiti Day & "Lilly" dog.

Ã1 The District's Voucher Sterilization Program FY 2014 had a total Budget of \$5,000, of which \$3,280.00 was funded from forfeited monies, under Utah Annotated Code, Title 17, Chapter 42 County Animal Shelter Pet Sterilization Act, Section 17-42-104 Sterilization deposit, paragraph 4. The District used \$5,010.00 FY 2014. Account was then closed out FY 2014.

Christina Williams
Executive Director